

5/24/221

Special meeting at the BWVC, 4:40 PM - 5:45PM

Attendance: Susan Stith, Patrick Barry, Betty O'Regan, Toby Ridings

Guest: Pam Cohen (*present for approx. 15 minutes*)

Subject: Lease renewal for Sudbury School. Sudbury's lease needs to be renewed before June 15th. They wish to continue renting space in the building and exchange the current flex room from room 3 to room 2. They want to keep the rent at the current discounted rate by continuing to provide cleaning for a \$300.00 deduction.

Points of discussion:

Pam expressed that Michelle, director of Sudbury, opens the building in the morning, receives packages and often answers questions at the door, serving as a greeter to the building.

As for the cleaning Pam said that the bathroom trash cans are mostly full every day with paper towels and it would be helpful to have Sudbury empty them at the end of each day.

Since the cleaning credit was not fully detailed nor closely monitored there has not been a noticeable reduction in the amount of time needed for our staff to clean the building.

ACTION: Our new Maintenance Bldg. Manager, Rachael Brown, will work closely with SBS and set our standards for cleaning moving forward. The \$300.00 credit is equivalent to 1 hour cleaning per day, 5 days a week for our junior janitor.

We discussed Sudbury's request to exchange flex RM 3 for RM 2. They are interested in using room 2 as an art room where supplies could be stored in the wall cabinets. Toby noted that room 2 is larger and is rented at a higher price than room 3. She suggested increasing the monthly rent for the use of RM 2 by \$87.50 per month, reflecting a 5% monthly rental increase that would help cover our increased costs for staff salaries and utilities. Others expressed a concern of losing Sudbury as a tenant due to an increase. Toby suggested a solution of increasing the rent as Sudbury increases attendance. Betty said that SBS's attendance has not increased and would not work this time. It was suggested that next renewal we could increase rent based on an attendance sliding scale and inform Sudbury well in advance for their budget planning. This would help both the BWVC and Sudbury, creating a win win.

Several other concerns for RM 2: Noise during BWVC classes and use of the "Living Room" (*the upholstered furniture arrangement*). Our recent upholstery cleaning costs were \$300.00.

We discussed how SBS could possibly use room 2 and protect the furniture. There were several suggestions, such as; roping off the furniture; surrounding it with panels; using slip covers that would be placed during the day and removed at the finish of school day.

ACTION: We will confirm if they even want to use the furniture and then determine how best to protect it. As for noise and loss of possible rentals, the rules for flex space remain the same: BWVC rentals take precedence. Sudbury works around our scheduling.

A vote was cast based on these options:

1. Keep the rent cost the same and trade room 3 for room 2 with stipulations, and have maintenance Bldg. Manager Rachael Brown, standardize and monitor the cleaning credit agreement and the additional cleaning required for room 2 that includes the hallway in front of the stage.
2. Lease terms remains the same.
3. 5% rental increase for trading room 3 for 2.

There was a unanimous vote for option #1 with close monitoring of the cleaning credit agreement by the new building usage manager.

Respectfully, Toby Ridings